



**COCONINO COUNTY
HEALTH DEPARTMENT**
ENVIRONMENTAL SERVICES

Barbara Worgess
Department Director
Robert Maglievaz
Manager

PROCEDURES FOR SITE INVESTIGATION

Provisional Verifications (P.V.)(formerly known as permits) for Onsite Wastewater Treatment Facilities (OWTF) will ONLY be issued to properties that provide acceptable soil conditions. All properties require a site investigation including soils evaluation and possibly percolation tests (perc. tests).

- STEP 1:** Submit completed site investigation form (see page 2) with the \$275.00 fee PAYABLE TO C.C.D.H.S., and complete the property locator form (see page3).
- STEP 2:** Schedule the site investigation with your district inspector. Allow up to five working days to perform the site investigation (weather permitting). Due to the possibility of scheduling difficulties this time frame may need to be extended if you need to be on location at time of inspection. A re-inspection fee of \$80.00 will be charged for any additional site investigations due to improper site preparation (see criteria for site investigation below), or to inspect additional test holes.
- STEP 3:** Please allow the district inspector five working days to notify applicant of the site investigation results, or of any further testing that may be required (see note below regarding percolation tests). If additional inspections are requested for additional test holes, a fee of \$80 will be required.
- STEP 4:** After all testing is complete, please design the appropriate OWTF based on the site investigation, and submit the required Notice of Intent to Discharge (application).

Setbacks

A 50' setback between property lines and the septic system is required in areas where NO public water system exists. However, if the neighboring property has no well, the owner can obtain the "Affidavit of Agreement to Encroachment Into Property Line Setback" (well waiver) at the front desk. This form must be notarized and recorded to the deed. For the complete listing of setbacks refer to ADEQ's Aquifer Protection Permits R18-9-A312 subsection C (page 30).

CRITERIA FOR SITE INVESTIGATION

The site investigation consists of 4 test holes, three in the proposed area of the leach field and one in the reserve area. Test holes must be excavated by a backhoe; (not a bobcat type excavator) dynamite or jack hammering is not acceptable. Each test hole must be spaced at least 60' apart from each other. The test hole must be excavated as deep as the backhoe can dig. **All test holes must be ramped, and be a minimum of 30 inches wide, with a slope no greater than 2:1.**

PERCOLATION TESTS

A percolation test is one methodology to assist in determining the permeability of the soil in the proposed leach field area, but it may not be the final determination. If percolation tests are required, they must be performed by a Registered Sanitarian or Professional Engineer. At least two sites shall be selected, one in the primary disposal area and one in the reserve disposal area. Dependent upon the property location and/or the soil characterization, 1 to 3 percolation tests may be required for each soil horizon in the primary and reserve disposal areas. Submit stamped and signed percolation test results to Environmental Services



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SITE INVESTIGATION APPLICATION

SITE READY FOR INSPECTION	OFFICE USE ONLY
<input type="checkbox"/> READY FOR INSPECTION BY: _____	DATE/TIME RECEIVED: _____
<input type="checkbox"/> WILL CALL INSPECTOR WHEN READY FOR INSPECTION	RECEIPT # _____
	SUBMITTED TO: _____

SITE INFORMATION	
SUBDIVISION: _____	UNIT # _____ LOT # _____
ASSESSOR'S PARCEL # _____	SIZE IN ACRES: _____
PROPERTY ADDRESS: _____	
GROUND SLOPE % _____	WATER SUPPLY: _____ CONTACT PHONE/FAX # _____
TOWNSHIP: _____	RANGE: _____ SECTION: _____, _____ 1/4 _____ 1/4 _____ 1/4
DEPTH TO GROUNDWATER: DOCUMENTATION OF SOURCE: _____	

HOME OWNER/APPLICANT	
NAME: _____	PHONE/FAX # _____
ADDRESS: _____	CITY/STATE/ZIP: _____

CONTACT PERSON (if different than home owner)	
NAME: _____	PHONE/FAX # _____
ADDRESS: _____	CITY/STATE/ZIP: _____

The applicant affirms that he/she has authority to request inspection of the property referred to above. Receipt of this application authorizes Coconino County staff to enter the property for inspection purposes.

Signature _____ Date _____



**Coconino County Health
Department
Environmental Quality**

PROPERTY LOCATOR

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NAME: _____ PHONE # _____

SUBDIVISION: _____ UNIT # _____ LOT # _____

PARCEL # _____

**DIRECTIONS FROM THE NEAREST
HIGHWAY:**

MAP (Must provide a detailed drawing that includes landmarks, street signs, indicator of North & mileage).



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DEPARTMENT OF ENVIRONMENTAL

COCONINO COUNTY HEALTH DEPARTMENT ENVIRONMENTAL QUALITY

FILL THOSE TEST HOLES

Coconino County Environmental Quality

- ❖ Coconino County Environmental Services recommends that all test holes are filled immediately following notification of complete site investigation.



- ❖ Exposed test holes that are neglected pose serious or fatal injuries to humans and animals.
- ❖ Please contact your district inspector in advance to schedule your site investigation to minimize the risks of exposed test holes.
- ❖ It is recommended that all open test holes be fenced, flagged, or have other precautionary methods.

